

HOW TO SUBMIT A HAZARD MITIGATION PLAN TO MEMA

Plan Submission Process/Technical Requirements:

- Submit all Hazard Mitigation plans to Marybeth Groff (marybeth.groff@massmail.state.ma.us) with a cc' to Beth Dubrawski (beth.durawski@massmail.state.ma.us).
- With all new and updated plan submissions, include:
 - A completed Plan Review Tool Checklist (Appendix A of the FEMA *Local Mitigation Plan Review Guide* October 1, 2011 <http://www.fema.gov/media-library/assets/documents/23194?id=4859>).
 - Local POC mailing addresses and cc email addresses
- For multi-jurisdictional plans, a completed Checklist (link above) must be included for all participating jurisdictions.
- Revised plans must include tracked changes and/or highlights along with a revised Checklist(s) indicating where changes have been made.
- Acceptable electronic plan formats are Word or PDF documents. You do not have to send a hard copy.
- If the file size is over 8 MB submit the plan via an ftp site. If you do not have access to an ftp site, let Marybeth Groff know and she will provide one for you. (marybeth.groff@massmail.state.ma.us 508-820-1435)
- If you submit a plan via an ftp file sharing software system (i.e. YouSendIt or Box.net etc.) you must send a separate email informing us of this to ensure we received the link to the plans.

1st Submission for New/Updated Plans

- If MEMA finds that the plan requires revisions they will send the Plan Review Tool Checklist with comments to the local POC(s).
- If a plan is found to satisfactorily meet all required elements:
 - MEMA will send on to FEMA for review.
 - If FEMA finds the plan to satisfactorily meet all required elements FEMA will issue an APA (Approvable Pending Adoption) notice via email to the local, state and/or tribal POCs.
- If the FEMA review finds required revisions they will email the State a Plan Review Tool Checklist with the required revisions.
- After reviewing FEMA's comments, the State will email the Plan Review Tool containing FEMA's comments to the local POC(s).



5/6/2014



Subsequent Revisions/Resubmissions:

- Resubmit revised plans to the State with tracked changes and/or highlights along with a revised Checklist(s) indicating where changes have been made.
- If the plan still requires revisions MEMA will email a revised Plan Review Tool Checklist with comments to the local POC(s).
- If a plan is found to satisfactorily meet all required elements:
 - MEMA will send on to FEMA for review.
- If FEMA finds the plan to satisfactorily meet all required elements FEMA will issue an APA (Approvable Pending Adoption) notice via email to the local, state and/or tribal POCs
- If the FEMA review finds required revisions they will email the State a Plan Review Tool Checklist with the required revisions.
- After reviewing FEMA's comments, the State will email the Plan Review Tool containing FEMA's comments to the local POC(s).

Final Plan & Adoption:

- After FEMA has issued an APA and the community has officially adopted the plan. The community is to submit a clean copy of the plan (version that received APA) with the signed adoption resolution inserted in the appropriate location of the plan (i.e. appendices or wherever a placeholder was included) to the State.
- Please include POC mailing addresses and cc email addresses with final plan submissions.
- The State will submit plan FEMA Region 1 for review and final approval.
- FEMA will issue a Formal Approval via hard copy to the local CEO (Chief Elected Official), or in the case of a multi-jurisdiction plan to the Local Planning Body submitter and the CEO of each participating jurisdiction, or in the case of a state or tribal plan to the designated state or tribal official
- FEMA will email electronic notification of Formal Approval to the state, tribal and/or local contacts copied on the Formal Approval letter (excepting those receiving hard copies).

